

COMOMAGINST 1650.1
N01A
26 Jun 03

COMOMAG INSTRUCTION 1650.1

Subj: COMMANDER, MOBILE MINE ASSEMBLY GROUP (COMOMAG) SAILOR OF
THE QUARTER (SOQ) PROGRAM

Ref: (a) COMINWARCOMINST 1700.3 series

Encl: (1) Sample Sailor of the Quarter (SOQ) Nomination Letter
(2) COMOMAG/MOMAG Sailor of the Quarter (SOQ) Appraisal Sheet,
COMOMAG 1650/1 (6-03)
(3) Results of COMOMAG/MOMAG Sailor of the Quarter (SOQ)
Selection Board

1. Purpose. To provide guidelines and procedures for the Sailor of the Quarter (SOQ) Program for Commander, Mobile Mine Assembly Group (COMOMAG) and within Mobile Mine Assembly Group (MOMAG).

2. Cancellation. COMOMAGINST 1600.1N. This instruction is a complete revision and should be read in its entirety.

3. Background. The Sailor of the Quarter (SOQ) program was instituted to recognize outstanding personnel who best represent their individual division, department or command by exemplifying the highest degree of professionalism, sustained superior performance, proven leadership, sterling personal appearance, and military bearing above reproach with demonstrated dedication to self-improvement.

4. Discussion. Personnel who are nominated as Sailor of the Quarter are expected to meet basic naval standards in all areas of job performance and personal behavior. When reviewing candidates for nomination as Sailor of the Quarter, special consideration should be given to those who have excelled with increasingly demanding and challenging tasks and have demonstrated a commitment to excellence.

5. Action. COMOMAG and all MOMAG units/detachment will ensure the SOQ Program is in effect. Due to the low number of junior personnel within COMOMAG/MOMAG, a Junior Sailor of the Quarter is not required but is left up to the discretion of each unit/detachment Commanding Officer/Officer-in-Charge. If a site desires to recognize an outstanding Junior Sailor of the Quarter in addition to their regular SOQ, recognition will be garnered at the command level only.

6. Eligibility. Recognition of outstanding accomplishments and sustained superior performance is imperative to command morale and has a direct bearing on personnel retention. For this reason, only the most qualified and deserving personnel should be recommended for Sailor of the Quarter. Personnel who are recommended for SOQ will meet the minimum following criteria:

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a. Members must have been attached to the command for a minimum of three months.

b. Be in paygrades E-4 through E-6. E-6 personnel who have been selected for advancement to E-7 or E-6 personnel who have been frocked to E-7 are not eligible to compete for Sailor of the Quarter.

c. Meet Navy physical fitness assessment (PFA) standards in accordance with OPNAVINST 6110.1 series. Nominees must not have failed a PFA during the current calendar year.

d. No non-judicial punishment (NJP) conviction within the previous twelve month period.

e. Be recommended for advancement and retention in his/her most recent performance evaluation.

f. Display appropriate military bearing, courtesy and professionalism.

7. Guidelines. Members selected as Sailor of the Quarter are representatives of their division, department and command. They are expected to maintain the same quality of service and dedication to excellence during the quarter of selection that earned them the selection as SOQ. Additionally, the Sailor of the Quarter must continue to exemplify the highest personal and professional standards and maintain a specific level of distinction commensurate with their position as SOQ.

8. Selection Board. The Command Master Chief, who is the SOQ Board Chairman, will convene the SOQ Selection Board the first week of January, April, July and October. (If unavailable, the most senior Chief Petty Officer/Senior Enlisted Advisor will be the board chairman.) Board members will consist of all Chief Petty Officers assigned to the command.

9. Administrative Requirements

a. Competition for SOQ will be divided into four quarters of the calendar year: January-March, April-June, July-September and October-December.

b. SOQ nomination packages will be submitted in a memorandum format using enclosure (1) as a guide.

c. Nomination packages are due to the Command Master Chief no later than the last day of the month for each quarter. After receiving the SOQ nomination packages, the Command Master Chief will set the date for the SOQ Board and notify the board members.

NOTE: The exception to this rule is the SOQ nomination package for the fourth quarter, October-December. Due to holiday leave period(s) and eligibility for Sailor of the Year, competition for the fourth quarter SOQ must be held prior to the end of the fourth quarter. SOQ nomination packages for the fourth quarter are due to the Command Master Chief no later than 5 December.

d. The SOQ Selection Board will use enclosures (2) and (3) during the selection process.

e. When submitting a SOQ nomination package, the package must include a draft of the CO/OIC SOQ Letter of Commendation (LOC) the nominee will receive if selected as SOQ. Without the draft LOC, the SOQ nomination package is considered incomplete.

f. Personnel who were previously selected as SOQ during the current calendar year continue to be eligible for further competition as Sailor of the Quarter.

g. Personnel selected as SOQ are automatically eligible for additional competition at the COMOMAG/MOMAG SOY Board. Departments whose personnel were previously selected as SOQ should retain a copy of the SOQ nomination package, as it will be required when submitting the member(s) for Sailor of the Year. For more specific details regarding the COMOMAG SOY Program, refer to COMOMAGINST 1700.1 series.

10. Recognition. Members selected as COMOMAG or MOMAU/MOMAD SOQ will receive the following:

a. Public announcement, usually at quarters, by the Commanding Officer/Officer-in-Charge.

b. Commanding Officer/Officer-in-Charge Letter of Commendation.

c. Publication in the command's Plan of the Week/Plan of the Day. If applicable, year-long listing in the header of the Plan of the Week/Plan of the Day.

d. Command Public Affairs Officer should submit the member's name and photograph with a Hometown News Release to the local base newspaper and the member's hometown newspaper.

e. Appropriately engraved COMOMAG/MOMAG SOQ plaque.

f. A three-day special liberty.

g. Release from watchstanding duty for one month.

h. An 8 1/2" X 11" color photograph of selectee for posting within the command.

i. Reserved parking space privileges for the quarter following selection as SOQ.

j. "Sailor of the Quarter" nametag.

k. Additional awards provided at the local SOQ recognition luncheon per reference (a).

l. If available, a Morale, Welfare and Recreation (MWR) SOQ coupon/discount ticket book.

/s/
T. W. AUBERRY

Distribution:
COMOMAGINST 5216.1T
List I
List II (Case A, Case B (COMINEWARCOM only))
List III

SAMPLE SAILOR OF THE QUARTER (SOQ) NOMINATION LETTER

(date)

From: Department LCPO or immediate supervisor/department head
To: Command Master Chief

Subj: SAILOR OF THE QUARTER (SOQ) NOMINATION IN THE CASE OF
(MEMBER'S RATE/NAME, USN, SSN)

Ref: (a) COMOMAGINST 1650.1

Encl: (1) Draft CO/OIC Sailor of the Quarter (SOQ) Letter of
Commendation

1. Per reference (a), (member's rating/name) is nominated as
the Sailor of the Quarter for _____ quarter, CY 20____.

2. Nominating division/department. (Provide POC name and telephone
number)

3. The following information is provided:

a. Name: _____ SSN: _____

b. Date of birth: _____

c. Date enlisted in U.S. Navy: _____

d. Advancement history: (give dates as applicable)

(1) E-4: _____

(2) E-5: _____

(3) E-6: _____

e. Currently selected for advancement: (if yes, date to be
advanced)

f. Family members: (list full name, relationship, date of birth)

g. Any previous selection as SOQ/SOY: (list dates and commands)

h. Brief synopsis of significant professional achievements that
warrant selection: (limit to one typewritten paragraph)

Encl (1)

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NOTE: List dates (month/year) for all items in paragraphs (i) through (k) as applicable.

i. Personal awards:

j. Nominee's community involvement:

k. List educational background:

(1) Years of formal education completed/degree(s) attained:

(2) Navy schools completed:

(3) Other self-study education achievements attained while on active duty. (Include college courses, extension courses, United States Armed Forces Institute (USAFI) courses, Defense Activity for Non-Traditional Education Support (DANTES) courses, Program for Afloat College education (PACE), other Navy-sponsored courses, etc. Exclude training courses required for advancement.)

(4) Any other information to distinguish nominee from contemporaries (limit to one typewritten paragraph):

(signature)

COMOMAG/MOMAG SAILOR OF THE QUARTER (SOQ) APPRAISAL SHEET

TRAITS	MAX POINTS	CANDIDATE #1	CANDIDATE #2	CANDIDATE #3	CANDIDATE #4	CANDIDATE #5
PERSONAL PERFORMANCE Rating and general military knowledge, quals (SDO, ASDO, CDO, POOW, etc.)	20					
PERSONAL TRAITS Initiative, military bearing, reliability	5					
LEADERSHIP Acceptance, respect, mentorship	15					
RECOMMENDATION What do write-up bullets really say? How strong and valid are they?	10					
AWARDS CO LOA/LOC, Flag LOC, NAM, NCM, others	10					
POTENTIAL Capacity to succeed at higher paygrades, positions of increased authority	10					
COMMAND INVOLVEMENT Collateral duties, board membership, clubs, etc.	10					
EDUCATIONAL DEVELOPMENT Off-duty classes, correspondence and other military and non-military courses, etc.	5					
COMMUNITY INVOLVEMENT Off-duty sports, civic organizations, Boy/Girl Scouts, church, city/local volunteer work and projects	5					
INTERVIEW PRESENTATION Appearance, speaking ability, attitude, knowledge, confidence	10					
TOTALS:	100					

Board member's rate/name: _____

Board member's signature: _____ Date: _____

Encl (2)

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(date)

MEMORANDUM

From: Command Master Chief
To: Commanding Officer/Officer-in-Charge, COMOMAG/MOMAG
Via: Chief Staff Officer/Executive Officer, COMOMAG/MOMAG

Subj: RESULTS OF COMOMAG/MOMAG SAILOR OF THE QUARTER (SOQ) SELECTION BOARD

Encl: (1) Nomination packages for each nominee
(2) COMOMAG/MOMAG SOQ Appraisal Sheets

1. The COMOMAG/MOMAG Sailor of the Quarter (SOQ) Selection Board for _____ quarter, CY 20 ____ convened on _____ (day/date) _____.
The results are provided below.

2. Board members present:

Chairman _____

1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

3. SOQ nominees were:

Encl (3)

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Subj: RESULTS OF COMOMAG/MOMAG SAILOR OF THE QUARTER (SOQ) SELECTION

BOARD

4. Nominee point spread:

a. Name: _____ Total points: _____

b. Name: _____ Total points: _____

c. Name: _____ Total points: _____

d. Name: _____ Total points: _____

e. Name: _____ Total points: _____

Selectee: _____

5. SOQ Board Chairman comments: _____

6. Executive Officer/CSO comments: _____

7. Commanding Officer/Officer-in-Charge or COMOMAG comments: _____

CO/OIC or COMOMAG Signature

Date